



May 24th, 2017

To: Sheida Sahandy, Executive Director, Puget Sound Partnership (PSP)
Roselyn Marcus, Assistant Director, OFM

From: Rick Berman, Interim Chief Operating Officer, PSP

Subject: 2017 Contingency Plan for the Puget Sound Partnership

As part of the contingency planning effort underway, here is the update plan for the Puget Sound Partnership:

Essential Services

As part of our plan, we have examined the four areas of essential services below and found that **PSP have no services that fit these categories.**

1. Services funded by appropriations in the enacted transportation budget.
2. Services that do not require an appropriation, such as from non-appropriated funds.
3. Services that must be continued based on certain constitutional mandates and federal law, with the caveat that agencies will consult their assigned assistant attorney general for clarification.
4. Services necessary for the immediate response to issues of public safety or to avoid catastrophic loss of state property.

Actions to be taken

We will follow the direction that OFM sets, and use their materials wherever possible for the following areas:

1. Notifying staff. Currently there are 37 staff members that are deemed "non-essential" and must be notified.
2. Contracts
 - a. Notify all active vendors, contractors, and grant recipients. There are 15 contractors/grant recipients that have contracts that span beyond June 30th, 2017. Additionally there is a handful of vendor contracts/leases.
 - b. All of our agreements have a 10 day notification clause. We currently have a template, based on the last potential shutdown and tailored to our needs, available. We will wait for direction from OFM before proceeding with this template.
3. Facilities Lease. This is paid by DES. We are in contact with them to ensure they are handling it.
4. Notification of our Boards. We are prepared to notify our Boards and related committees in concert with notifying other impacted parties (above).
5. Notification to the Environmental Protection Agency. We will notify them of this situation as necessary.
6. External Communication. Our communication lead is part of the overall communication distribution list and will advise us in concert with OFM's direction.

Please let me know if you have question.